

ARIZONA DEPARTMENT OF PUBLIC SAFETY

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JANET NAPOLITANO
GOVERNOR

DENNIS A. GARRETT
DIRECTOR

Date: _____

TO WHOM IT MAY CONCERN:

The Arizona Department of Public Safety disseminates state criminal history record information pursuant to state law ARS 41-1750. The current law does not grant the Department the authority to disseminate state criminal history record information or a state criminal record clearance letter to a person for the purpose of providing it to another entity for obtaining a visa to enter a foreign country for employment, residency or travel.

However, a person may submit a set of his/her fingerprints to the Federal Bureau of Investigation (FBI) for a criminal record check to determine if the person has any reported charges from States to the FBI. When the FBI receives the fingerprints and processes the check, if the person does not have a reported criminal charge from anywhere in the nation, including the State of Arizona, the FBI will stamp the back of the fingerprint card with "No Arrest Record" and they include the date, and their agency division/name-CJIS Division, FBI. When the FBI stamps "No Arrest Record" on the back of the fingerprint card, it means that no State has reported any criminal charge to the FBI, therefore the person is considered "clear" of a criminal record. The processed fingerprint card is mailed back to the person who sent it to the FBI.

If the FBI finds a criminal record based on the fingerprint check, they send a printout of the criminal record to the person who submitted the fingerprints to them.

The FBI office telephone number for this process is (304) 625-3878.

The above letter of explanation is being provided for:

Name:

DOB:

SOC:

Address:

City:

State:

Zip Code:

Sincerely,

Criminal History Records

Subscribed and sworn to before me in the county of _____ and State of Arizona, this
____ day of _____, ____.

My Commission Expires:

Notary Public